



WE DISCOVER, WE GROW

**Girlguiding**

# Magic and Mayhem 2023: Volunteering at the event

Thank you for taking the time to look at the volunteer pack for Magic and Mayhem 2023. This event is for Rainbows and Brownies, to give them a taste of a large scale event at one of our centres.

The event runs from Saturday 10 June to Sunday 11 June; however, it is preferable for volunteers to arrive at the site on Friday 9 June (PM) so that they're ready for a full day on the Saturday.

As with previous years, the majority of volunteers will not be allocated to a specific volunteer role for the duration of the event. Instead you will be allocated tasks throughout the event, that are likely to vary greatly. This should make the event more efficient and make your weekend more exciting. The only exception to this is for Activity Instructors. If you have the specific qualification required for that role and would like to put yourself forward, please detail this on your application form.

For all roles you will need to be efficient, hardworking and a good team member. Specific experience is not necessary, but enthusiasm is!

During the build phase, leading up to participants arriving, and the take-down phase once they've left, it is likely that you will be asked to help other teams, depending on the areas that need the most support. Please be prepared to muck in - this will enable us to get jobs done as quickly as possible.

This is a great opportunity to gain experience, to be part of a national Girlguiding event and to meet up with old friends as well as make new ones.

We look forward to receiving your applications.

**Magic and Mayhem Team**

## Volunteer Tasks

Below is a list of tasks likely to be asked of a volunteer at Magic and Mayhem throughout the duration of the event. Please note this list is not exhaustive but gives you an idea of the types of jobs you're likely to undertake throughout the weekend.

- Delivering activities - there may be opportunities where you'll have to run small activities or games with groups of participants.
- Supervising the craft and activity tents - engaging with participants to explain activities, helping to solve problems, moderate use of craft equipment, assisting to marshal queues as needed.
- Supporting external activity providers - providing assistance to deliver activities, liaising between central team and external activity providers to ensure the smooth running of activities.
- Catering support - coordinating the queues, ensuring rubbish is put in the correct bins, helping the catering company to deliver the catering
- Cleaning - emergency clean-ups where needed, toilet cleaning, hut cleaning and general cleaning around the site.
- Toilet roll re-stocking - ensuring all toilets (fixed and portable) are fully stocked with toilet roll at all times.
- Rubbish collection.
- Recycling - helping to deliver efficient recycling throughout the site, collecting recycling from campsites and distributing accordingly.
- Tea and coffee station - setting up tea and coffee stations at all sites, keeping all tea and coffee stations fully stocked.
- First Aid support - working with the First Aid Team where appropriate to coordinate any emergency services required on site.
- VIP security - welcoming VIPs in a professional manner, ensuring VIPs are able to gain entrance to the site, delivering VIP guests to the appropriate team member.
- Car park - coordinating car parking for participants and visitors.
- Arrivals and departures - working with the Meet and Greet Team to coordinate the arrival and departure of all participants, liaising with the team member in the car park to coordinate sending coaches back and forth, ensuring participants who are dropped off independently are taken to the appropriate place.
- Shuttle bus transfers (on the buses) - being present at all pick-up points to show participants where to wait, manning each bus to provide reassurance for participants travelling to and from the venue.
- Arrival greeters - greeting buses on arrival, showing participants where to go to check in, where to wait and then the direction of their campsite.
- Runners - acting as support to key personnel throughout the weekend as required.
- Marshals - marshalling activities and marquees, including inflatables and activity tents.
- Reception and Information Team - covering a central information point throughout the weekend, answering all relevant questions from participants.
- Lost property - dealing with lost property as part of the Information Team.

## Activity Instructors

We're anticipating high numbers of participants for Magic and Mayhem 2023, and to ensure everyone is able to take part in the instructor-led activities we will need to utilise our incredible volunteers alongside our staff members. In order to be an activity instructor at the event, you will need to hold one of the relevant qualifications listed below. Please make this information clear on your application form.

### *List of qualifications*

- Archery - Archery GB award
- Climbing and Abseiling - Girlguiding Level 1 Climbing and Abseiling.